PUNJAB

Administration: After the partition of the Punjab, Punjab State Archives was established in 1948 at Simla. On the merger of Punjab with Pepsu in 1956, Punjab State Archives shifted to Patiala in 1959 and two Record Offices were combined. Since then Punjab State Archives has been continuing as such under the administrative control of the Education Secretary, Punjab Government. No change in the administrative set up was affected during the year. The schemes viz Maintenance and Preservation of State Records at Divisional level, Publication of Monographs etc. on the History of Punjab, Microfilming of Records and Setting up of the Archives Museum of Documents connected with the Freedom Movement have been approved and funds for their implementation have been allotted during the Fifth Five Year Plan.

Budget: During 1973-74, a sum of Rs. 1,99,169.43 was spent out of a budget provision of Rs. 2,05,480.00 on the non-plan side. A sum of Rs. 79,105.48 was spent out of the budget provision of Rs. 89,510.00 on the plan side. For 1974-75, a budget provision of Rs. 2,99,950.00 on the non-plan side and a sum of Rs. 94,387.00 on the plan side.

Building: No permanent building has been allotted to the Punjab State Archives so far. At present the State Archives is housed partly in a part of a Patiala Fort and partly in Baradari Gardens Palace, which is also shared by the Archaeological and Museum Department.

Record Management: 20-25 per cent files of the erstwhile Pepsu records which had been transferred en bloc to this archives were appraised. No retention schedule is being followed.

Research and Reference: 32 Research Scholars availed themselves of the research facilities on various subjects of research, 74 queries from Government agencies and 35 queries from private agencies/persons were attended to.

Reference Media: 3,237 files of State Records and 660 documents of Bhandari Collection were indexed. A summary inventory of 1,370 files of pre-partition Civil Secretariat Records was prepared. As a preliminary step to indexing, subjects of 1,359 files were translated from Urdu into English. 37 manuscripts were catalogued and a list of 2,150 files of State Records was prepared.

Publication Programme: No Publication was brought out during the year under report.

Preservation of Records: 3,52,143 sheets were flattened, 1,925 sheets repaired with tissue paper, 9 documents repaired with chiffon, 3,326 sheets repaired with acetate foil, 95,852 sheets guarded, 1,311 volumes/books bound, 5,478 sheets repaired with white paper, 937 sheets repaired with inlays, 1,10,236 sheets minor repaired, and 2,379 volumes and manuscripts stitched/Sewn by juzbandi.

Photo-duplication: No Microfilming Unit as such exist in the State Archives. However, a photographic camera and a Docustat machine along with its other accessories have been purchased and the demand of the scholars is met for photo copies of the records. 59 negative copies and 76 positive copies of documents of different sizes were prepared with the help of Docustat machine, 48 exposures were taken by Camera and 30 enlargements were made.

Library: No book was acquired during the period under report for the Library. There was no programme for the expansion of the Library.

Exhibition: In order to create archives consciousness among the public, a Historical Museum with rare manuscripts, paintings etc. has been set up in a hall of State Archives. 14,347 visitors were shown round the Museum.